

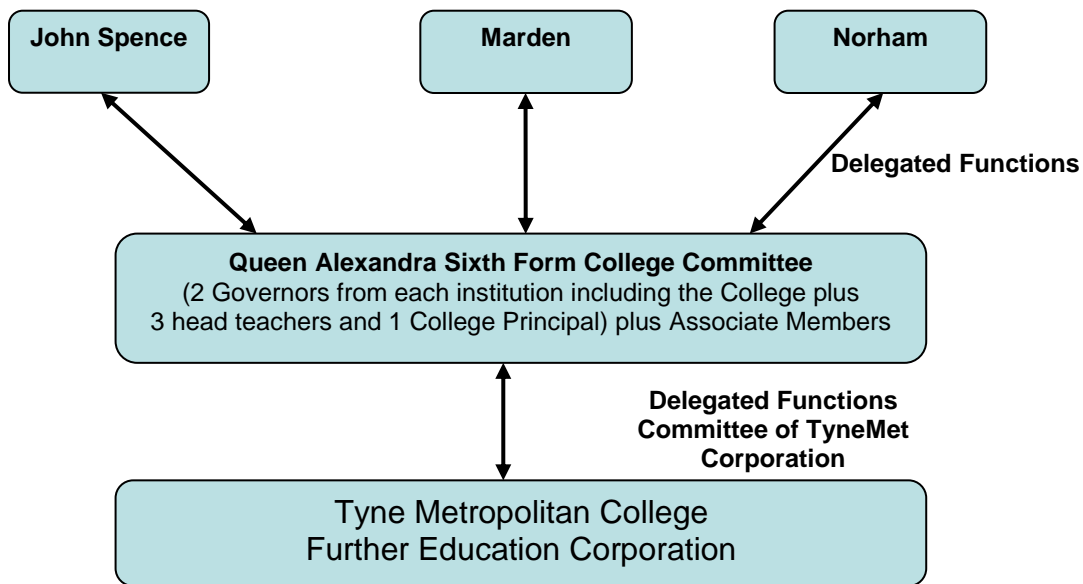
Appendix 1

GOVERNANCE ARRANGEMENTS FOR QUEEN ALEXANDRA SIXTH FORM COLLEGE

The Collaboration Arrangements (Maintained Schools and Further Education Bodies) (England) Regulations 2007, which came into force on 25th May 2007, permit the Governing Bodies of schools and further education bodies to enter into collaborative arrangements with each other. The terms of reference of the Queen Alexandra Sixth Form Committee reflect the provisions of these Regulations.

The Governing Bodies of John Spence Community High School, Marden High School and Norham Community Technology College are now being asked to formally enter into an agreement with Tyne Metropolitan College to form a Joint Committee responsible for all aspects of the provision of A level education in the south east area of North Tyneside. This Committee will be formally established as a Committee of Tyne Metropolitan College's Corporation Board of Governors.

Queen Alexandra Sixth Form College– Proposed Governance Model



The Governing Bodies of each of the participating organisations agree that this Committee, operating within the terms of reference set out below, shall engage in the design, development and delivery of a comprehensive range of effective A level education and training opportunities for the students residing in SE North Tyneside. The Committee will be known as Queen Alexandra Sixth Form College Committee and will operate as outlined in the terms of reference below. The Governing Bodies of the parent schools and TyneMet College will review the constitution of Queen Alexandra Sixth Form College Committee and the terms of reference on an annual basis.

The newly constituted Committee of Queen Alexandra Sixth Form College took effect from 1st November 2009 and took over all governance matters from the interim 'Shadow Committee' on that date. At its first formally constituted meeting, the Committee appointed a Chair and Vice Chair for the first term of office.



Appendix 1

Membership of Queen Alexandra Sixth Form College Committee:

The Committee will usually comprise 12 Governors and up to 7 Associate Members as follows:

- The Head Teacher of each of the participating schools
- Two Governors from each of the participating schools
- The Principal of Tyne Metropolitan College
- Two Governors from Tyne Metropolitan College.
- Associate Members selected from :
 - Connexions
 - Students and parents
 - Higher Education (3)
 - North Tyneside Local Authority
 - Others as appropriate.

The term of office of Governors will usually be three years.

Associate Members

'Associate Member' means a person who is appointed by Queen Alexandra Sixth Form College Committee as a Member of that Committee but who is not a Member of any one of the participating schools' or TyneMet College's Governing Bodies involved in the new south east area Sixth Form College.

All Associate Members will have full voting rights except in relation to matters concerning admissions, student discipline, election or appointment of Governors or the participating schools' main budgets. Associate Members can be younger than 18 years of age (i.e. could be a student) but cannot vote until they are 18 years old. Associate Members can be removed at any time by Queen Alexandra Sixth Form College Committee. Associate Members will be appointed for a two year term, coinciding with the academic year 1st August to 31st July.

Chair and Vice-Chair of Queen Alexandra Sixth Form College Committee

Queen Alexandra Sixth Form College Committee will elect a Chair and Vice-Chair at the first meeting in each academic year.

Clerk to Queen Alexandra Sixth Form College Committee:

The Clerk to Tyne Metropolitan College's Corporation will be the Clerk to Queen Alexandra Sixth Form College Committee.



Appendix 1

Quorum:

The quorum shall be 8, including the Chair or Vice Chair. There must always be more Governors than non-Governors (e.g. Associate Members) in attendance when any votes are taken or resolutions are passed (i.e. a minimum of 5 Governors, including the Chair or Vice Chair, plus 3 Associate Members).

Meetings and Proceedings:

Queen Alexandra Sixth Form College Committee will hold at least one meeting in each school term.

The Governing Bodies of John Spence Community High School, Marden High School, Norham Community Technology College and Tyne Metropolitan College agree that they will work closely together to develop the curriculum of Queen Alexandra Sixth Form College. Queen Alexandra Sixth Form College Committee will report back to the parent Governing Bodies on a termly basis under a standard agenda item.

Queen Alexandra Sixth Form College Committee may exclude an Associate Member from any part of its meeting which they are otherwise entitled to attend when the business under consideration concerns an individual student or member of staff, or where the Associate Member has a direct or indirect pecuniary interest in any matter under consideration.

Every issue and decision to be decided at a meeting of Queen Alexandra Sixth Form College Committee must be determined by a majority of the votes of the Members present and voting on the issue, but where there is an equal division of votes the Chair can exercise a second or casting vote (but only if the Chair is a Member of one of the parent Governing Bodies).

Terms of Reference for Queen Alexandra Sixth Form College Committee:

1. To operate on the basis of a shared understanding of student entitlement
2. To formulate policies, procedures and practices in respect of A level provision
3. To establish a plan for the delivery of shared sixth form provision across the participating schools and TyneMet College
4. To make recommendations from time to time to TyneMet College's Governing Body (who will be administering the budget on behalf of Queen Alexandra Sixth Form College Committee)
5. To evaluate examination results and to monitor actions and targets using information provided by the Sixth Form Management Group in the context of the A level strategy
6. To oversee quality assurance arrangements
7. To be engaged in the design and the development of the staffing model, and to be involved in the appointment of staff to the Sixth Form College
8. To consider reports from the Head of Queen Alexandra Sixth Form College on a termly basis
9. To report back to the Governing Body of each participating school and TyneMet College on a termly basis (via a standard agenda item and minutes of the Committee meetings)
10. To manage any changes in the organisations participating in this collaborative activity (i.e. if a school withdraws or if any other school wishes to join Queen Alexandra Sixth Form College collaborative activity)